Minutes of the
Council on Technology Services Meeting
November 24, 1998

Council Attendees:

Secretary Don Upson, Erv Blythe, Cheryl Clark, Ray Davis, Jan Fatouros, Patti Higgins, Joy Hughes, Pete Kolakowski, Bill Landsidle, Polley McClure, Ken Mittendorff, David Molchany, Ed Morris, Lan Neugent, Mike O'Neil, Gerry Pacyna, Rick Parks, Jim Peters, Jerry Simonoff, David Sullivan, Mike Thomas, Paul Timmreck, and Lewis Vass.

Secretary Upson called the meeting to order at 9:15 a.m.

Mike Thomas asked Council members who have not completed the VIPNet survey to do so as soon as possible. The survey information will be compiled and used to advise the VIPNet Board on identified needs and opportunities and in establishing priorities. The VIPNet Board is going to conduct a survey that has a few similarities. The Board has asked for a representative from the Council to participate in the development of the survey. The survey will be sent to the general public to determine what citizens expect from state agencies and institutions in the way of on-line information. If a Council member is interested in participating or would like to see certain information included in the survey process, let Andy Poarch know. VIPNet will share all information with the Council when the survey is concluded.

Secretary Upson received a letter requesting the Council to join the Consortium on Intergovernmental Relations on Information Technology, which is a component of the Council on Excellence in Government. The Council is comprised of state and federal ex-governmental officials. It is a best practice organization designed to identify best practices, improve operations, and intersect with other appropriate agencies and sectors. They are willing to work with COTS on intersecting with other states, as well as other organizations taking advantage of the process in Virginia.

Secretary Upson asked each workgroup to identify several initiatives to pursue. He discussed the IT Classification and Compensation system and how the state will never pay full private sector salaries. The state needs to create incentives and the right environment to develop a proposal that the Secretary of Technology can take to the Governor's Cabinet as an identified problem. Secretary Upson also commented that the Council must look at desktop leasing and the advantages of leasing and the steps needed to have a statewide contract. These are the types of issues the Council can and must address.

Secretary Upson re-emphasized the importance of each workgroup staying focused and developing recommendations within the new few months.

Pete Kolakowski distributed copies of the minutes of the Seat Management/PC Leasing Workgroup meeting. The meeting included a presentation on the development of VDOT's PC services contract. VRS is also participating in the pilot. The workgroup plans to have a presentation from DPB as well as the Department of the Treasury on the issue of equipment trust funds.

Mike Thomas asked if the workgroup was aware of what was going to be the required change in statute. Whether it is part of the agency's procurement manual or left to the agency's discretion.

Secretary Upson suggested the Council set the framework for leasing versus buying technology equipment and why it makes sense.

Jan Fatouros is Chair of the Procurement Workgroup, which met during the month. The Division of Purchases and Supply volunteered to give a review of the current procurement process in order for the group to identify areas to streamline. Dan Ziomek of CIM volunteered to give a presentation on Electronic Contracting. The workgroups are centered around relationships and focused on financing issues, but also on the gifting types of issues or major initiatives where vendors are coming in and suggesting alternative ways of implementing technology. The group will address where Virginia can get the best information in order to improve the process as well as find good examples of current procurement processes.

Linda Harber, Chair of the IT Compensation and Classification Workgroup, distributed minutes. The Department of Personnel and Training made a presentation at the November 16 meeting on the classification pilot and feedback from the group is due at the next meeting. The group will address streamlining administrative functions such as using an Internet posting for recruitment of IT positions. Other HR initiatives - recruitment bonuses and project pay will also be discussed.

Bill Landsidle recently attended the National Association of State Controllers' meeting, which addressed emergency-type compensation items for the Year 2000 mediation and implementation. The Council needs to look beyond the Y2K issue and develop a vision for the next millennium – after 2000.

David Sullivan, Co-Chair of the Single Pipeline Workgroup reported that the group has not yet met. Issues such as cost sharing – balancing of sharing and costs on a single circuit versus a second circuit will be addressed. Access to information and the security of it will also be discussed.

Mr. Parks is chair of the Gainsharing Partnerships workgroup. He will be in contact with workgroup members and plans to hold the first meeting in December.

Secretary Upson asked to be included as a member of the Gainsharing workgroup.

Secretary Upson discussed the Commonwealth's leap into the electronic environment for all government transactions. One recommendation of the Commission on Information and Technology is to create legislation recognizing electronic signatures as legally binding for government and commerce

transactions within Virginia. This electronic signature environment already exists and will be in use in five or ten years. Virginia has an opportunity to lead in this area.

Jerry Simonoff said the Organizational workgroup needs to address how IT resources can be managed in a conglomerate like state government. It is a large and interconnected issue to grasp and understand. The group has gathered information from the Gartner Group and the Meta Group.

Secretary Upson adjourned the business meeting at 10:15 a.m.